



# ACCOUNTING TECHNICIAN

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FLSA Status: Non-exempt

Adopted: April 2005

Revised: October 2005, September 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

## **GENERAL DEFINITION**

The Accounting Technician is an experienced journey-level accounting classification. The incumbents apply specialized knowledge in the performance of advanced level paraprofessional technical accounting work. Under direction performs tasks related to account payable/receivable and other fiscal maintenance operations such as general ledger, fixed assets, financial reporting, annual audit, purchasing, business registrations, fringe benefit calculations during the Town's budget preparation, and related work as required. Incumbents are normally expected to solve most work problems independently and to refer to supervisory personnel only those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

## **DISTINGUISHING CHARACTERISTICS**

The Accounting Technician receives supervision from the Assistant City Manager.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Performs responsible accounting clerical work involving the processing, maintenance and reconciliation of financial and statistical records in an accounting system
- Posts, computes, compares and files a variety of routine and complex financial, accounting, payroll and statistical information utilizing manual and automated financial records processing systems
- Makes recommendations for the adjustment of journals or transfer of entries to make revenue or expenditure corrections; enters data into automated financial system
- Searches records and provides factual data from information on file
- Researches and solves a variety of problems related to assigned activity
- Provides information and assistance to Town staff and to the public regarding applicable departmental policies, rules and procedures
- Interprets financial policy, providing recommendation, and works with operational staff in solving financial problems of varied complexity
- Processes accounts payable
- Assigns purchase order and vendor numbers
- Reviews invoices for accuracy and appropriate authorization
- Verifies account balances

- Receives payment and prepares business license certificates
- Posts receipts, encumbrances and expenditures to various accounts
- Reconciles accounts and prepares general ledger entries
- Serves as back-up for payroll related activities periodically
- Performs general office support and reception duties
- Performs other related duties as required

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of financial administration, fund accounting and basic budgeting, including generally accepted accounting principles
- Administration of payroll and tax-related issues
- Application of data processing in accounting including data input and reporting
- Methods and techniques of administrative analysis
- Pertinent Federal, State, Town and department guidelines and procedures
- Standard office practices and procedures, including filing and the operation of standard office equipment, including a computer
- Computer applications involving word processing, spreadsheets, data entry, database access and/or standard report generation
- Business letter writing and the standard format for typed materials
- Methods and techniques for basic report preparation and writing
- Recordkeeping principles and practices
- Correct business English, including spelling, grammar and punctuation
- Effective methods of communication, both verbal and written

### **Ability to:**

- Analyze, interpret, and explain financial policies and procedures
- Prepare accurate and timely financial statements and reports
- Conceive, propose, implement and maintain sound fiscal procedures and records
- Compile, correlate and analyze a large volume of written and numerical data
- Conceive and effectively propose solutions to problems
- Acquire knowledge of, interpret and apply policies, procedures, codes, regulations and laws related to assignment Town department, other functions of the city and other governmental agencies in a timely manner
- Express self clearly and concisely in written and verbal communication
- Effectively train and/or educate other employees
- Perform duties on a regular and consistent basis; meet critical deadlines
- Acquire knowledge of applicable policies, codes and other functions of the city and other governmental agencies
- Follow written and oral instructions and procedures
- Utilize word processing and spreadsheet programs and personal computer
- Process, input, compute and reconcile financial data
- Provide general clerical support
- Coordinate office functions
- Make adjustments to standard operating procedures as is appropriate
- Prepare and maintain accurate documents, records and reports
- Operate a variety of office equipment

- Maintain accurate office files
- Respond to and interact with elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Establish and maintain effective working relationships

### **Education and Experience**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a two-year degree in accounting, business, finance or closely related field.
- Experience: Three to five years of progressively responsible accounting experience, preferably including at least two years of local government or non-profit agency experience. Experience with EDEN Payroll System preferred.

### **SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Attend and participate in evening meetings as assigned
- Review reports and correspondence quickly and accurately
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- On a continuous basis, must sit at a desk and in meetings for long periods of time
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Use a telephone
- Communicate through written means
- Perform all duties listed on the job description except those determined to be incidental